

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 13 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, August 6: Planning Commission Work Session; National Night Out; Comp Plan Input Session

Saturday, August 10: Old Town Classic Movie Night; Comp Plan update online survey deadline

Wednesday, August 14: Board of Zoning Appeals meeting

Thursday, August 15: Tourism Board, Board of Architectural Review meetings

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The first City-owned fire truck has arrived and will be stationed at Rouss Fire Company.

City Manager's Takeaways

We are excited to receive the City of Winchester's first piece of fire apparatus this week. The purchase of this important piece of safety equipment could not have been possible without the support from City Council, Rouss Fire Company volunteers and the Winchester Fire and Rescue Department staff. I could not be more proud of this partnership and the result. A formal ceremony to place the apparatus in service will be scheduled for a date in September.

Phase I of the [N. Cameron Drainage Improvement Project](#) began on Monday, August 5. The work, although inconvenient to local residents, visitors and businesses, is necessary to mitigate the major flooding issues in that area. We appreciate everyone's patience during the project.

Public Safety

Winchester Police

- Held interviews for the new Public Safety Mental Health specialist position.
- Hosted Carousel and Motorola as they configured the SMS firewall for Text-to-911.
- Held sniper, K9, and explosive detection trainings.
- Continued planning National Night Out (August 6).
- Conducted Drug Court curfew checks and Crisis Intervention follow up visits.
- Taught Basic Law at the Law Enforcement Basic Academy.
- Crime stats:
 - Crimes against persons (felony) - 4
 - Crimes against persons (misdemeanor) - 9
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes: 28

Winchester Fire and Rescue

- Met with volunteers to review information on preventive maintenance.
- Completed a conference call with Virginia Department of Fire Programs and the engineers regarding the burn building.
- Completed the Shaping the Future program at the National Fire Academy.
- Completed a ride along with an ECC staff member.
- Met with Frederick County command staff to discuss funding for the burn building.
- Received new ladder truck to Station 2 (Rouss).
- Attended Infection Control Plan update meeting with all department infection control officers.
- Attended 9/11 memorial planning meeting at the park.
- Met to discuss purchasing replacements for armored vests.
- Continued to work on fire investigation of outside fire that occurred off of Battaile Drive.
- Began background investigations for new firefighter candidates.
- Met with other departments in reference to National Night Out plans and preparations.
- Met with Mark Bates in reference to a special event on Rouss Avenue in Old Town.

Police Activity	#
Calls for Service	964
Crash Reports	3
DUI/DWI	4
Alarms/False Alarms	28/28
Directed Patrols	61
Directed Patrols (OTW)	10
Extra Patrols	122
Extra Patrols (OTW)	1
Traffic Citations	44
Traffic Warnings	84
BWC requests	22
Special Events Permits Received/ Approved	1/2 57 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	95
Hazardous Cond.	2
Service Call	6
Mutual Aid Given	10
Good Intent	4
False Alarms	3
Special Incident	0
Plan Review	1
Inspections	26
Reinspections	11

Emergency Management

- Attended the Emergency Management Institute Basic Academy in Emmitsburg, MD.
- Worked on radio subscribers firmware upgrades.
- Conducted internal cleaning of the mobile command unit for National Night Out.
- Took pictures of old radios for listing on the public auction website.
- Replaced the backup camera and monitor in the command bus.

Development Services

Economic Redevelopment

- Worked with the Communications staff to film two videos highlighting local manufacturers for Manufacturing Week 2019.
- Met with the new Dean of the Shenandoah University Business School to discuss efforts to connect students with area businesses.
- Held two business retention/expansion meetings with Winchester businesses.
- Continued the demolition project at the Kent/Piccadilly redevelopment site.
- Continued working with the redevelopment partners for both Towers and Kent/Piccadilly projects.

Community Arts and Vitality

- Began planning for Old Town Farmers Market Customer Appreciation Day on August 10.
- Continued Old Town Farmers Market promotion and responded to a new vendor inquiry for 2020 season.
- Discussed agenda items for Old Town Advancement Commission stakeholder meeting on September 5.
- Co-hosted a First Friday Meet the Artist Reception at the Welcome Center with Shenandoah Arts Council.
- Assisted 9 tourists and 9 locals at the Welcome Center.
- Held monthly Old Town Advancement Commission meeting.

Planning

- Staffed the August 1 Board of Architectural Review meeting. Two cases were on the agenda.
- Worked with OakCrest Companies to finalize the Deed of Dedication for the Brooks Manor townhouse subdivision in advance of issuing the building permits for the first 10 units in Phase I.
- Participated in conference call discussion with VDOT and consultants on possible S. Pleasant Valley Road comprehensive study to support future Smart Scale and other transportation funding projects.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.
- Staffed the second and third Comprehensive Plan Public Input Sessions which were held on July 29 at Virginia Ave-Charlotte DeHart Elementary School and July 31 at John Kerr Elementary School. One final Comprehensive Plan public input sessions will be held on Tuesday, August 6 at Quarles Elementary School.

- Prepared and electronically distributed the agenda packet for the August 6 Planning Commission work session and the August 20 regular meeting. Three Conditional Use Permits and one Zoning Text Amendment are on the agenda for public hearings on August 20.

Winchester/Frederick County Tourism

- Answered questions from potential bidders for the new ad campaign RFQ.
- Researched new retail display options for the gift shop.
- Worked on redesign of "Northern Shenandoah - Naturally" brochure - a brochure detailing places to experience nature in the area.
- Responded to photo requests from Virginia Economic Development Partnership and a travel author writing two guidebooks (Moon Virginia & Moon Virginia/Maryland).
- Created and distributed August events calendar and e-newsletter.
- Met with an advertising representative from Virginia Business regarding advertising in Virginia Meetings publication.
- Followed up with two potential tour groups (Patsy Cline and Willa Cather) on coming to the Winchester area in the fall.
- Met with hired photographer to review recently taken photos.
- Continued promotion of upcoming Winchester sightseeing trolley tour. [More Info](#)

Zoning and Inspections

- Completed:
 - 145 building permit inspections and issued 34 building/trades permits (\$1,320,484 valuation)
 - Notable Permit: 1204 Berryville Ave - Hampton Inn exterior/interior remodel - \$750,000 valuation
 - 193 code enforcement inspections and initiated 82 new cases
 - 5 new business reviews (2 Certificates of Business, 3 Certificates of Home Business)
- Issued certificate of occupancy: 320 West Lane - new single family dwelling
- Assisted Planning staff with conducting two public input sessions for the Comprehensive Plan update.

Permit #	Type	Address	Description	Value
19 00002580	TTS	1944 VALLEY AVE	40X100 TENT	\$50,000
19 00002683	PLBG	441 WEST LN	EXPANSION TANK	\$200
19 00002678	MECH	215 E CORK ST	REPLACE A/C UNITS	\$26,900
19 00002682	BLDG	1 BATTERY DR	REPAIR WALL DAMAGE FROM VEHICL	\$34,125
19 00002678	NGAS	215 E CORK ST	REPLACE RTUS	\$100
19 00002159	MECH	650 S114 CEDAR CREEK GR	NEW HEAT PUMP	\$9,600

Permit #	Type	Address	Description	Value
19 00002681	BLDG	24 BAKER ST	REMODEL EXISTING SPACE	\$64,000
19 00002585	MECH	405 STONE MEADOW CT	REPLACE GAS FURNACE	\$2,800
19 00002579	BLDG	404 JOIST HITE PL	REPLACE STEPS	\$4,000
19 00002396	SIGN	1117 BERRYVILLE AVE	CHANNEL AND LIGHT BOX SIGNS	\$2,800
19 00002690	MECH	909 KENNEDY DR	REPLACING FURNACE	\$6,000
19 00002689	MECH	1001 E CORK ST	REPLACE HEAT PUMP	\$20,000
19 00001631	NGAS	665 HILLMAN DR	REPLACEMENT WORK	\$1,000
19 00002687	NGAS	27 S CAMERON ST	REPLACING HEAT PUMP	\$9,000
19 00002687	MECH	27 S CAMERON ST	REPLACING HEAT PUMP	\$9,000
19 00002413	ELEC	818 S STEWART ST	UG SVC UPGRADE	\$3,000
19 00002688	SIGN	2011 S LOUDOUN ST	REPLACING MOUNTED SIGN	\$0
19 00001905	ELEC	808 BERRYVILLE AVE	REMODEL	\$20,000
19 00002692	PLBG	528 N LOUDOUN ST	EXPANSION TANK	\$200
19 00002321	PLBG	506 WENTWORTH DR	EXPANSION TANK	\$200
19 00002684	PLBG	2213 ROOSEVELT BLVD APT 1	REPLACE W/H, ADD EXP TANK	\$1,800
19 00001420	PLBG	1204 BERRYVILLE AVE	REPLACE FIXTURES	\$0
18 00000095	MECH	221 W BOSCAWEN ST	NEW A/C & FURNACES	\$18,000
19 00002412	ELEC	126 W LEICESTER ST	REPLACE SVC	\$1,000
19 00001420	MECH	1204 BERRYVILLE AVE	REPLACE HEAT PUMPS	\$80,000
19 00001229	PLBG	1850 APPLE BLOSSOM DR	CAPPING LINES	\$5,000
19 00001420	NRRM	1204 BERRYVILLE AVE	INTERIOR & EXTERIOR REMODEL	\$750,000
19 00002584	PLBG	610 OLD FORT RD	EXPANSION TANK	\$200
19 00002691	PLBG	251 SHAWNEE AVE	EXPANSION TANK	\$0
19 00002686	RREM	1864 OLD JUBE SQ	INSTALL HELICAL PIERS TO FIX F	\$42,700
19 00002695	BLDG	229 WEEMS LN	ADDING ROOF OVER BASEMENT DOOR	\$1,200
19 00002583	TTS	2350 S PLEASANT VALLEY RD	40X60 TENT	\$2,400
19 00002583	TEMP	2350 S PLEASANT VALLEY RD	STAGE 18X9	\$0
19 00001967	MECH	21 25 S KENT ST	REPLACING HEAT PUMPS	\$155,259

Permit #	Type	Address	Description	Value
Total:34				\$1,320,484

Public Services

- Project updates:
 - The existing surface asphalt on Woodstock Lane between Pleasant Valley and Pine Street was milled this week and the street will be repaved next week (beginning August 5).
 - Sidewalk replacements are progressing on Morningside Drive as a part of the water meter/sidewalk replacement project.
 - Started work this week on the first phase of the N. Cameron drainage improvements project.
 - The line repainting on streets throughout the city is nearing completion.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	76	1,385
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	857	20,480
Sidewalks repaired (linear feet)	7,976	62,747

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	1	185	#
	Mowing	1.88	268.03	Acres
	Miles of streets swept	7.7	1,517.70	Miles
	Tons of leaves hauled	0	32.80	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	5	118	#
	Trees trimmed	8	338	#
	Stumps removed	5	147	#
Traffic	Street signs Installed/replaced	0	251	#
	Pavement markings repainted (City)	0	3,907.5	Linear feet
	Pavement markings repainted (contractor)	354,341	373,619	Linear feet
Refuse & Recycling	Refuse collected	133.01	3,781.05	Tons
	Recycling collected	44.93	1,518.17	Tons
	Large item pickups	4	126	#
Transit	Total passengers	2,709	77,688	#
	Revenue miles pick up/drop off	4,031	111,925	Miles
	Revenue hours pick up/drop off	373.60	10,235.33	Hours
Utility billing	Payments processed	1,127	41,206	#
	New bills mailed out	2,776	43,470	#
	Water services turned off (non-payment)	0	308	#
Water treatment plant	Average daily water demand	6.46	6.19	Million gallons/day
	Peak daily water demand	6.70	7.57	Million gallons/day
Wastewater treatment plant	Average daily flow treated	8.02	9.12	Million gallons/day
	Peak daily flow treated	13.31	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	10	#
	Water meters read	1,209	46,064	#
	Fire hydrants flushed	36	950	#
	Sewer mains cleaned	4,840	90,829	Linear feet
	After-hours call outs	4	166	#
Engineering	Site plans reviewed	8	68	#
	Floodplain permits issued	2	70	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	2	121	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	20	1,448	#
	Erosion and sediment notices to comply	0	20	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	20	588	#
	Special events assistance	3	34	#
	Maintenance of pedestrian mall	36	980	Staff hours
Equipment maintenance	Total repairs completed	91	2,651	#
Winchester Parking Authority	Work requests completed	7	222	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	13	#
	New monthly rentals	0	150	#
	Monthly rental cancellations	3	80	#
	Total monthly leases in all autoparks	-3	1,113	#
	Available monthly spaces in all autoparks	+3	293	#
	Hourly parkers (all four garages)	3,288	86,119	#
	Park-Mobile transactions	798	20,526	#
	Meter violations	240	5,992	#

Parks & Recreation

- Accepted applications for Lifeguard, Aquatics Specialist, Custodian, and Maintenance Tech (FT) positions.
- Held interviews for Aquatics Specialist and Custodian.
- Held September 11th memorial ceremony planning meeting.
- Continued work on maintenance facility.
- Attended bi-weekly update of maintenance facility progress.
- Hosted the final week (Week 9) of Summer Camp.
- Hosted Frederick Douglass Family Days.
- Continued mowing as scheduled.

Social Services

- Received 87 Benefit Program applications: 29 SNAP, 44 Medicaid, 1 TANF, 1 VIEW, 4 Child Care, 1 Auxiliary Grant, 0 General Relief-Burial, 8 Home Energy Assistance Program
- Provided case management to:
 - 3,581 Medicaid cases
 - 1,579 SNAP cases
 - 67 TANF cases
 - 21 Auxiliary Grant cases
 - 45 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (13 families/22 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	215/166
Child Protective Service referrals	4
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	52
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	52
Benefit program fraud & overpayment referrals/investigations/recoupment claims	6/5/27
CPS family assessments & investigations of alleged maltreatment	89
Family Service intakes	11
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/72
Adult Protective Service investigations/intakes	19/7
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	1

Communications

- Distributed the July 31 CitE-News issue. [Read](#)
- Handled 2 media requests for City information and staff interviews; 5 requests for WPD.
- Finished the first draft of the FY20 Budget in Brief.
- Watched Instagram Masterclass webinar to learn how to better use the social network site in our efforts to increase the reach.
- Published the latest episode of publiCITY that features Justin Kerns, Winchester's Tourism Director, and focuses on the benefits of the area's tourism industry.
- Filmed two more parts of the MFG Week "#WEMAKEVA" Comcast commercial. Finished editing the first draft of the first 15-second commercial and sent to the marketing committee for feedback.
- Met with a children's book author and voice actor interested in aiding the department with the rollout of a new awareness campaign for Public Services. Continued creating promotional materials.
- Updated the Park's 275th/Parks & Rec Month promotions for 27.5% off of annual memberships. Deadline extended to 8/16.
- Created weather awareness posts, scheduled National Safety Month posts on Twitter for September, and other miscellaneous social media posts.
- Worked with GIS to move Manufacturing Week information from OpenGov Stories to ArcGIS Hub.
- Continued editing Escutcheon Brewing Manufacturing Week video.
- Created a Citizen Engagement web page that features a list of current ways the community can provide input to the City. More information will be added regularly. www.winchesterva.gov/getengaged
- Scheduled six open town halls to discuss the City's recycling program and ways to reduce/reuse. [Click here for the schedule.](#)
- Met with Fire and Rescue about updating their web pages and creating more communications opportunities.
- Continued promoting road closure info for the N. Cameron Drainage Improvements Project.
- Met with area garden club about Abram's Creek Wetlands Preserve grant and community outreach. Will be helping promote upcoming activities and increase awareness about the wetlands.

311 Requests Received	#
FOIA	7
New Recycling Bin	1
Missed Trash/Recycling Collection	1
Trash on Property	0
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	1
Water/Sewer Service	0
Citibot	0
Total	11

Date	Segments on WDVN
7/27	Winchester celebrates 275th anniversary with election of George Washington reenactment - watch
7/29	Four candidates run for Warren County Sheriff (WPD officer Jason Poe) - watch

Date	Articles in <i>The Winchester Star</i>	
7/27	Our Views: A 'destination'	Open Forum: Cork Street fiasco
	Open Forum: Cork Street fiasco Court order restricts what suspect can discuss	Stolen property leads to child pornography conviction
7/29	Our Views: Eden's assessment	
7/30	Witnesses contradict police account of deadly chase	Frederick, city schools to discuss 'deep equity' in the classroom
	Statements in Star Open Forum trigger concerns, complaints	Commentary Open Forum: 'Something doesn't add up'
7/31	Your Views: Dizzied and confused	Frederick picks new recycling firm
	Commentary Open Forum: 'Stay in your lane'	Gun allegedly brandished at wedding
8/1	Deadly police chase lawsuit closer to trial	
8/2	WPS teachers urged to be open, honest	Downtown corner gets pop of color
	Your Views: Godfrey Miller committee expresses thanks	

Support Services

Innovation & Information Services

- Migrated Middletown Water Treatment Plant file server into the City's network.
- Completed Network Design for new Traffic Network (VISIO Diagram).
- Started testing NaviLine test upgrade from 18.3 to 19.2
- Worked with Treasurer outsource printing vendor for new bill form.
- Worked with NOVAtime on time distribution not flowing to payroll correctly.
- Worked on second half of billing for personal property taxes.
- Finished Fire Grid Analysis Project. Updated data on Fire Grid Analysis GIS application to compare ECC Fire Grid/ First Due boundaries to the results of the Fire Grid analysis.
- Finished Fire and Rescue python script tool to generate a report and map/voting ward based off a user excel spreadsheet input.
- Finalizing Spotted Lanternfly GIS Hub site. Set soft launch for the week of August 5.

Help Desk Requests	Count	Closed
Account Management	7	13
Applications	11	7
GIS	4	4
Hardware	17	19
Information Only	1	4
Infrastructure	4	4
No Action Required	6	7
Not Assigned	19	0
Procurement/Disposal	0	0
Reporting	0	0
Research	-	-
Total	69	58